

Position Title: Coordinator of Recruitment Marketing and Promotions

Department: Operations

Reports to: Chief Human Capital Officer for Talent Development and Human Resources

Reporting to this position: None

Nature and Scope of Position

The Coordinator of Recruitment Marketing and Promotions is an administrative role responsible for candidate interview scheduling and facilitation (including travel arrangements), reporting, advertising and other projects in support of our organization. Coordinator of Recruitment Marketing and Promotions will support multiple recruiters and team members. The Coordinator of Recruitment Marketing and Promotions will assist in research, development and planning of recruiting events (i.e. job fairs, meetings, etc.). In addition, the Coordinator of Recruitment Marketing and Promotions manages multiple, high-priority, competing tasks as well as other administrative tasks as assigned.

Responsibilities: Contact applicants and hiring managers to coordinate and schedule interviews, Coordinate travel arrangements as needed. Assist in the planning of recruiting events/meetings Perform other miscellaneous duties as required by management.

Qualifications:

- High School Diploma/GED. At least 2 years' experience in At least 2 years' experience in an office environment using the telephone and computer as the primary instrument to perform your job duties and/or dealing with customers in a demanding high-volume areas
- At least 2 years' experience in At least 2 year experience including in-depth internet knowledge and working proficiency in MS Word, Excel, and the Internet.
- At least 2 years' experience in Experience in scheduling
- English: Basic knowledge
- Preferred
- Bachelor's Degree
- At least 1 year experience in Ability to work in a fast-paced environment where there are competing priorities and aggressive deadlines.
- At least 1 year experience in .Excellent time management skills and the ability to manage multiple projects simultaneously.
- At least 1 year experience in Detail orientated with ability to take ownership and drive to completion.
- English : Intermediate

